



Republic of the Philippines
CITY OF KORONADAL WATER DISTRICT

Blk. 1, Casa Subd., Brgy. Zone III, City of Koronadal
Tel nos. (083)228-4049, 520-0674, Fax no. (083)228-8141
E-mail Address: ckwd_koronadalcity@yahoo.com
Website: www.ckwd.gov.ph



SERVICE APPLICATION AND CONSTRUCTION ORDER (SACO)

APPLICANT

✓
Surname _____ First Name _____ Middle Name _____
Birthday (dd/mm/yy) ✓
Address: (Where service connection is to be installed)
✓ _____
Contact Nos. Home: ✓ _____
Office: ✓ _____ Cell Phone No.: ✓ _____

Sketch of Service Connection

✓
 New Additional Transfer
Landmarks: _____
Neighbors: _____

CONFORME

I understand that the connection will not be made until it is approved and all charges are paid. I assume full responsibility for the meter and all water that passes through the meter. I will conform to the rules and regulation of City of Koronadal Water District.

✓ _____
(Print Name & Sign)
Applicant

I hereby bind myself to pay any unpaid water bills of the occupant in case he/she vacates the premises permanently.

✓ _____
(Print Name & Sign)
Property Owner

DO NOT FILL-UP - FOR OFFICE USE ONLY

REQUIREMENTS

Photo copy of two (2) valid ID's
 Drivers License
 National ID
 Barangay Certificate/ Cedula
 UMID
 Postal ID
 Passport / SSS / PHIC
 Senior Citizen ID
 Others: _____
Verified by: _____
Date Submitted : _____

PAYMENT

OR Number _____
Amount P _____
Date _____

Approved for Installation

ATTY. BENJIE G. ESPINOSA
General Manager B
Date: _____

ESTIMATION

Estimated By: _____ Date: _____
Investigation of Applicant's Location:
System is Available Yes No
Availability of Applicant's Plumbing Installation:
 Yes No
 Residential Commercial _____
 Industrial Government _____
Size of Connection
 1/2 3/4 Others _____
Type of Connection
 Single Dual
 F-Type Cluster
Estimates: _____
Notes: _____

RELEASING

RIS No.: _____
Issued by: _____
Date Issued: _____
Materials Received by: _____

INSTALLATION

Brand: _____
Meter No.: _____
Initial Reading: _____
Date Installed: _____
Installed by: _____
Inspected By: _____
Conformed by: _____
Eduardo A. Panes, Jr. - WMGF

ACCOUNT NUMBER : _____

THIS FORM IS NOT FOR SALE (TO BE ACCOMPLISHED IN THREE (3) COPIES)



WATER SERVICE CONNECTION CONTRACT

I/We, _____ of _____
 an applicant for water service connection with the City of Koronadal Water District, do hereby agree that:

1. I/We shall conform to, and abide by the rules and regulations, policies appertaining to water services of the City of Koronadal Water District as may be set and approved by the Board of Directors of CKWD.
2. The City of Koronadal Water District (CKWD) shall furnish water in my service connection located at the address written above, under the conditions and schedule of rates fixed by CKWD during the period of this contract. The water rates charges shall begin when the service is installed and the meter is set.
3. I/We conform that the water meter is not part of the service connection charges that I/We had paid and that the water meter shall be installed near my premises but not inside my property and it is my primary responsibility to protect the water meter from theft and/or vandalism. That I/We am/are liable to pay the cost of a new water meter, in case the water meter was damage/stolen.
4. I/We shall pay the bills regularly on time at the City of Koronadal Water District office or at its authorized collecting bank. I/We understand and agree that non-receipt of water bill does not relieve me/us from liability and/or incurring debts/obligation to CKWD for water consumed.
5. In case of non-payment of my account after Due Date, I/we shall be liable to pay an additional Ten Percent (10%) of the current bill as penalty/surcharge and my account shall be considered delinquent. A notice of Disconnection shall be served giving me 5 days from due date to make payment, otherwise, CKWD shall have the right and authority to discontinue my water service connection until Full settlement of the said account.
6. I/We understand and agree that to re-open a Disconnected meter/service connection. I/we shall pay the account in Full and an addition of reconnection fee or distribution line fee that may be set by the Board of CKWD. 7 days after disconnection or unsettled account, CKWD shall have the right and authority to Disconnect my Service from the distribution line or pull-out my water meter and materials from the distribution line.
7. That final demand shall not be necessary for CKWD to collect payment arising from the installation of the water service connection and/or water consumed.
8. Should any water meter become unserviceable or defective, CKWD may use prior Three (3) months average consumption before the water meter becomes unserviceable as the basis of my/our subsequent water bills.
9. The CKWD shall not be liable for interruption of services for causes beyond its control and should not be liable to me for damages caused by defective connections after the water meter.
10. I/We allow CKWD's authorized representative at any time, during reasonable hours (including Saturday, Sunday and Holiday), to enter the premises for purposes of inspection, plumbing repair or as specified in the Job Order.
11. That any device or installations that may be tampered with or illegally connected or installed within my/our premises that is discovered by CKWD's authorized representative and is contrary to the Public Act 8041 (Water Crisis 1995), Presidential Decree 198 (as amended) and CKWD Rules and Regulations shall be sufficient cause for the disconnection of my water service connection, a penalty minimum of P2,000.00 or an automatic termination of contract or a Criminal and/or Civil action in court.
12. I/We shall not install or maintain any physical connection between any private source of water supply and CKWD water supply; provided; however that CKWD maintain emergency connection with other utilities serving domestic water.
13. I/We shall maintain all pipes and fixtures (after the water meter) extending from water meter or laying beyond the water meter, while CKWD shall maintain the service lateral lines extending from the water mains to the water meter, including the water meter. Water, whether consumed or wasted, shall be my/our responsibility.
14. CKWD reserves the right to replace the water meter that it assess to be defective.
15. I/We shall make no changes in the approved connection without previously signing a revision of contract for the said purpose in the office of CKWD, I/we shall notify CKWD in case of transfer/change of ownership or when the tenants vacates/leaves the premises, and
16. In the event that I/We am/are only a tenant or does not own the lot or building, the owner of the lot, house or building shall be jointly or severally liable with me/us.
17. It shall be my/our or lot owner's obligation to declare if the lot/building has an existing unpaid account with CKWD, and in the event of misrepresentation, the house or building owner or me/us, regarding a new service connection that was discovered to have an old unpaid account, CKWD reserves the right to immediately disconnect the service connection until full payment/settlement of the old account by the lot owner or me/us.
18. Furthermore, I/we shall abide by all pertinent provisions found in paragraph C and D; section 31 of Presidential Decree 198 as amended.

IN WITNESS WHEREOF, parties have hereunto affixed their signatures this _____ day of _____, 20____ in the City of Koronadal.

✓ _____
 (Print Name & Sign)
 Applicant

✓ _____
 (Print Name & Sign)
 Property Owner

 Witness

ATTY. BENJIE G. ESPINOSA
 General Manager
 City of Koronadal Water District

ACKNOWLEDGEMENT

Republic of the Philippines)
 City of Koronadal) S.S.

BEFORE ME, a Notary Public for and in City of Koronadal, this _____ day of _____, 20____ personally came and appeared, ATTY. BENJIE G. ESPINOSA, in his capacity as General Manager of CKWD with Identification No. _____ issued at _____ on _____, known to me and to me known to be the same person who executed this foregoing instrument and acknowledged to me that the same is their free and voluntary act and deed and the principal which they represent.

WITNESS MY HAND AND SEAL, this _____ day of _____, 20____ at City of Koronadal.

Doc. No. _____
 Page No. _____
 Book No. _____
 Series of 20____